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July 27, 2016

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO ACCEPT TWO NOTICES OF AWARD FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION FOR THE PUBLIC HEALTH EMERGENCY PREPAREDNESS AND HOSPITAL PREPAREDNESS PROGRAM**

This is to notify you that I am exercising the delegated authority approved by your Board on June 6, 2012, to accept future amendments from the Centers for Disease Control and Prevention (CDC) that are consistent with the requirements of Notice of Award (NA) Number 1U90TP000516-01 that allow for the rollover of unspent funds and/or redirection of funds, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

Under this authority, I will accept CDC NA Numbers 6 NU90TP000516-04-06 and 6 NU90TP000516-04-07, issued on June 8, 2016 and June 20, 2016, respectively, for the budget period July 1, 2015 through June 30, 2016. These amendments authorize the redirection of Public Health Emergency Preparedness funds in the amount of \$502,976, consisting of \$326,650 in Base and \$176,326 in Cities Readiness Initiative (CRI) funds, as detailed in the following sections.

Redirection of Base Funds

A total of \$326,650 will be redirected from personnel, other, and indirect cost budget categories, as follows:

Fringe Benefits: A total of \$46,911 will be used to support the Department of Public Health's (DPH) current fringe benefits rate.

Travel: A total of \$4,545 will support staff attendance at the California Association of Public Information Officials Annual Conference to learn best practices in areas of crisis communications (\$1,898) and the Social Marketing Conference and Training Academy to discuss ways to manage social media in emergencies (\$2,647).

Supplies: A total of \$41,150 will be used to procure lab supplies including an uninterrupted power supply for detection and identification of respiratory viruses; a VSR+ system for inventory management and control to ensure adequate supplies are available for day-to-day and outbreak operations; a small microfuge for concentration of novel pathogens for clinical specimens; general lab supplies; and reagents, consumables, calibrators, and standards for real time polymerase chain reaction identification of bioterrorism agents.

Equipment: A total of \$114,061 will be used to procure laboratory equipment in the Chemical Terrorism Response unit that will allow the lab to increase sample preparations, from twenty-four to ninety-six, while reducing physical specimen handling and preparation time, thereby increasing output.

Contractual: A total of \$119,983 will be used to support four (4) quarterly table top exercises to test community based emergency plans; conduct an analysis of demographic data to identify the most vulnerable populations in Los Angeles County (LAC); access and identify methods that will improve health alert communications with LAC healthcare providers; procure media services to foster community engagement and address social determinants among diverse populations; and train 450 to 500 public health nurses to provide care which promotes social, cultural, and intergenerational equity to communities during a public health emergency.

Redirection of CRI Funds

A total of \$176,326 will be redirected from contractual, other, and indirect cost budget categories, as follows:

Personnel: A total of \$55,447 will be used for salary adjustments needed due to salary increases and filling of previously vacant positions. Staff will provide administrative and programmatic support to ensure completion of grant requirements.

Fringe Benefits: A total of \$56,987 will be used to support DPH's current fringe benefit rate.

Supplies: A total of \$63,892 will be used to support the annual maintenance agreement that provides preparedness personnel with access to common business productivity applications in order to perform daily office work in support of public health emergency preparedness and response operations.

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All other terms and conditions of the award remain in effect.

County Counsel has reviewed and approved the NAs as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:lr
DA #03689

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors